

# EXHIBITOR SERVICES FORM

## ELECTRICAL SERVICES

Kentucky International Convention Center  
221 South Fourth Street  
Louisville, Kentucky 40202  
[kyconvention.com](http://kyconvention.com)



### Online Ordering Now Available at [kyconvention.com/order-services](http://kyconvention.com/order-services)

Credit card information is **ONLY** accepted online or by phone. Advance orders must be completed online or postmarked with payment no later than (21) days prior to the first show day. Any order made after the designated advance date will be charged the regular rate. For information regarding services, please call **(502) 595-4367**. For information regarding payment procedures, please call **(502) 367-5227**.

CONTACT INFORMATION				
Event Name			Event Date(s)	
Company Name			Booth Number	
Contact Person				
Mailing Address				
City		State	Zip	
Phone		Email		

#### Conditions & Regulations

1. Wall, column and permanent building utility outlets are not a part of exhibit space and are not to be used by exhibitors unless specified otherwise.
2. Rates listed are subject to change without notice.
3. Rates listed cover only the provision of service to the exhibit space in the most convenient manner and do not include connection equipment or special wiring.
4. All material and equipment furnished by Kentucky International Convention Center (KICC) for a service order shall remain KICC's property and shall be removed only by KICC at the end of the event.
5. All equipment, regardless of the source of power, must comply with all national, state and local safety codes.
6. All equipment must be properly wired and tagged with complete information including type of current, voltage, phase, cycle, horsepower, etc.
7. All cords provided by an exhibitor must be the 12/3 wire ground type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized shall be grounded.
8. All fountains and pumps should have Ground Fault Interruption (G.F.I.) protection.
9. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without a KICC electrician. However, a KICC electrician must make all service connections and overload protection to such equipment.
10. Unless otherwise directed, KICC electricians are authorized to cut floor coverings to permit installation of service.
11. Claims will not be considered unless filed prior to the end of the event.
12. Exhibitors shall pay for any required services, equipment, material and technicians at prevailing rates and conditions at the time of the event.
13. All power subject to booth location.

#### Standard Electrical Service

208/120 Volt AC single phase or three phase  
480/277 Volt AC single phase or three phase (where available)

#### Electrician Labor

- A one-hour minimum charge will apply.
- Straight time Monday-Friday (7:30-4:00pm)
- Overtime All other hours Monday-Friday and weekends
- Double time Holidays

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ELECTRIC SERVICES				
QTY	DESCRIPTION	ADVANCE	FLOOR	COST
	20 AMP	\$120	\$180	\$
<b>208 SINGLE PHASE</b>				
	208v/30amp	\$260	\$400	\$
	208v/60amp	\$430	\$630	\$
	208v/100amp	\$530	\$750	\$
<b>208 THREE PHASE</b>				
	208v/30amp	\$330	\$480	\$
	208v/60amp	\$540	\$840	\$
	208v/100amp	\$780	\$1000	\$
	208v/200amp	\$1200	\$1600	\$
<b>480 THREE PHASE</b>				
	480v/30amp	\$560	\$840	\$
	480v/60amp	\$750	\$1100	\$
	480v/100amp	\$1400	\$2200	\$
<b>LABOR</b>				
# HRS	TYPE	REGULAR	O/T	COST
	Electrician	\$70	\$115	\$
	Electrician Helper	\$50	\$90	\$
<b>GRAND TOTAL \$ _____</b>				

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If you prefer to pay by check, please complete this service order form and submit to the address below.  
**Kentucky Venues | ATTN: FINANCE DEPT. | PO Box 37130 | Louisville, KY 40233**

# EXHIBITOR SERVICES FORM

## OUTLET and DISTRIBUTION LOCATION GRID

Kentucky International  
**Convention Center**  
 221 South Fourth Street  
 Louisville, Kentucky 40202  
[kyconvention.com](http://kyconvention.com)



Please email completed form to [exhibitor.services@kyvenues.com](mailto:exhibitor.services@kyvenues.com).

Company Name	
Show Name	
Booth Number	Booth Size

1. Either write the measurements or use the boxes as the scale for outlet locations.  
 Each square = \_\_\_\_\_ feet.
  
2. Mark the adjoining booth # or aisle for orientation.

ADJACENT BOOTH # \_\_\_\_\_ OR AISLE # \_\_\_\_\_

ADJACENT BOOTH # \_\_\_\_\_ OR AISLE # \_\_\_\_\_

ADJACENT BOOTH # \_\_\_\_\_ OR AISLE # \_\_\_\_\_

  


  

ADJACENT BOOTH # \_\_\_\_\_ OR AISLE # \_\_\_\_\_

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# EXHIBITOR SERVICES FORM

## COMPRESSED AIR/WATER/DRAINAGE

Kentucky International Convention Center  
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[kyconvention.com](http://kyconvention.com)



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CONTACT INFORMATION		
Event Name		Event Date(s)
Company Name		Booth Number
Contact Person		
Mailing Address		
City	State	Zip
Phone	Email	

SERVICE	ADVANCE RATE	FLOOR RATE	TOTAL
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Connection rates listed below cover bringing service from main line to booth. All work performed within booth attaching lines to equipment will be charged on a time and material basis in addition to connection fees. A separate connection fee will be made for each piece of equipment using connected service, whether connected direct or otherwise.

COMPRESSED AIR: 125lbs PSI	ADVANCED RATE (If received 14 days prior)	FLOOR RATE
_____ Service Charge for each line run from main line to booth	\$150.00 X _____	\$200.00 _____
_____ Each additional connection within booth (Min. labor: 1hr. in + 1 hr. out = 2 hr. minimum)	\$100.00 x _____	\$125.00 _____ Plus KY sales tax

Circle size of connections required - 1/4" 1/2" 3/4" - Circle location of connection(s) - Left Rear Right  
 CFM Required \_\_\_\_\_ PSI Required \_\_\_\_\_

**NOTE:** Pressure may vary. No guarantee can be made of minimum or maximum pressure. If pressure is critical, exhibitor should arrange to have a pressure regulator valve installed.

NOTE: Service is only available in Exhibit Halls

WATER: Minimum 50 PSI / Maximum 90 PSI / Outlet is 3/4"	ADVANCED RATE	FLOOR RATE
_____ Service Charge for first connection	\$150.00 X _____	\$200.00 X _____
_____ Each additional connection	\$110.00 X _____	\$ 130.00 X _____

NOTE: Service is only available in Exhibit Halls

DRAINAGE:	ADVANCED RATE	FLOOR RATE
_____ Service Charge for first connection	\$120.00 X _____	\$150.00 X _____
_____ Each additional connection	\$ 90.00 X _____	\$100.00 X _____

NOTE: Service is only available in Exhibit Halls

PLUMBER:	ADVANCED RATE	FLOOR RATE
Order Rate	\$ 80.00 _____	\$125.00 X _____
Overtime Rate	\$125.00 X _____	\$172.50 X _____

**GRAND TOTAL** \_\_\_\_\_

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# EXHIBITOR SERVICES FORM

## EQUIPMENT ORDER FORM

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 221 South Fourth Street  
 Louisville, Kentucky 40202  
[kyconvention.com](http://kyconvention.com)



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CONTACT INFORMATION			
Event Name		Event Date(s)	
Company Name		Booth Number	
Contact Person			
Mailing Address			
City		State	Zip
Phone		Email	

ITEM	ADVANCE RATE	QTY	TOTAL
Stage 6' x 8' section (12"H, 16"H) 8' x 8' section (40"H up to 60"H)	\$1.25 sq.ft	_____	\$ _____
<b>SEATING</b>			
Banquet Chair	\$11.50	_____	\$ _____
Boardroom Chair	\$25	_____	\$ _____
Bleachers	Call	_____	\$ _____
<b>TABLES</b>			
5' Round	\$30	_____	\$ _____
6' Round	\$30	_____	\$ _____
30" Round (Cocktail)	\$20	_____	\$ _____
30" Round (Tall Boy)	\$20	_____	\$ _____
8' x 30" Rectangle	\$20	_____	\$ _____
8' x 18" Rectangle	\$20	_____	\$ _____
<b>TABLE LINEN</b>			
8' x 30" Table Linen	\$8	_____	\$ _____
Round Table Linen	\$10	_____	\$ _____
Spandex Table Cover	\$19.50	_____	\$ _____
8' x 30" Table Skirted	\$25	_____	\$ _____
<b>MISCELLANEOUS</b>			
American Flag	\$17	_____	\$ _____
State Flag	\$17	_____	\$ _____
Extension Cord	\$25	_____	\$ _____
Easel	\$10	_____	\$ _____
Copies	\$0.40	_____	\$ _____
Tensa Barrier	\$10	_____	\$ _____
Cable Ramps	\$25	_____	\$ _____
Fire Extinguisher (rental)	\$40	_____	\$ _____
Garment Rack w/hangers	\$25	_____	\$ _____
Garbage Compactor	\$80/Ton	_____	\$ _____

ITEM	ADVANCE RATE	QTY	TOTAL
<b>FREIGHT &amp; HANDLING</b>			
Small Package Delivery 1-49lbs.	\$20	_____	\$ _____
Small Package Delivery 50-100lbs.	\$45	_____	\$ _____
Freight - Drayage per pound after 100lbs.	\$65	_____	\$ _____
Shrink Wrap Skid/Item	\$60	_____	\$ _____
Banding per Skid/Item	\$75	_____	\$ _____
<b>GENERAL LABOR</b>			
Badge Checker	\$16.50/hr	_____	\$ _____
Coat Check Attendant	\$18.50/hr	_____	\$ _____
Concierge (Info Booth)	\$18.50/hr	_____	\$ _____
Ticket Taker	\$16.50/hr	_____	\$ _____
Greeters/Ushers	\$16.50/hr	_____	\$ _____
Banner Hanging	\$40/hr	_____	\$ _____
Dock Master	\$19.50/hr	_____	\$ _____
T-Shirt Security	\$18.50/hr	_____	\$ _____
LMPD (Uniformed, armed off-duty Police)	\$38 & Up/hr	_____	\$ _____
EMT team (2) (with Ambulance)	\$105/hr	_____	\$ _____
First aid team (2)	\$67/hr	_____	\$ _____
Electrician (1hr min)	\$70/hr	_____	\$ _____
Plumber (1hr min.)	\$70/hr	_____	\$ _____
<b>GRAND TOTAL</b>			<b>\$ _____</b>

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# EXHIBITOR SERVICES FORM

## FORK LIFT ORDER FORM

Kentucky International Convention Center  
 221 South Fourth Street  
 Louisville, Kentucky 40202  
[kyconvention.com](http://kyconvention.com)



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CONTACT INFORMATION		
Event Name		Event Date(s)
Company Name		Booth Number
Contact Person		
Mailing Address		
City	State	Zip
Phone	Email	

Labor and equipment service for lessee/exhibitors of the Kentucky Convention Center shall be charged the following:

Date Needed	Number Needed	Work Required	Hours Worked	Advance Order Rate	Floor Order Rate	Total Amount
		Bobcat or 6,000-8,000lb Forklift with KSFB Operator		\$110.00	\$160.00	
		JLG Hy-Lift with KSFB Operator		\$200.00	\$300.00	
		Scissor Lift with KSFB Operator		\$180.00	\$270.00	

Starting Time \_\_\_\_\_ Work Accepted \_\_\_\_\_

Stopping Time \_\_\_\_\_ Date \_\_\_\_\_ Total \_\_\_\_\_

**All charges are based on a one-hour minimum. Prices are subject to change without notice.**

Straight time is Monday through Friday, 7:30am-4:00pm.

Overtime is all other hours including weekends. Holidays are double time.

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For information regarding our payment procedures, please call **(502) 367-5227**.

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# INTERNET, NETWORK and VOICE SERVICES ORDER FORM

Kentucky International  
Convention Center  
221 South Fourth Street  
Louisville, Kentucky 40202  
kyconvention.org



## Online Ordering Now Available at [www.kyconvention.org/facilityservices.html](http://www.kyconvention.org/facilityservices.html)

Credit card information is **ONLY** accepted online or by phone. Advance orders must be completed online or postmarked with payment no later than (21) days prior to the first show day. Any order made after the designated advance date will be charged the regular rate. For information regarding services and payment procedures, please call **(502) 595-3575**.

CONTACT INFORMATION		
Event Name		Event Date(s)
Company Name		Booth Number
Contact Person		
Mailing Address		
City	State	Zip
Phone	Email	

SERVICE	ADVANCE RATE	FLOOR RATE	TOTAL
<b>Routers Prohibited</b>			
Broadband Internet Service (1.5 Mbps)	\$650	\$900	\$ _____
Broadband Internet Service (up to 10 Mbps)	\$900	\$1,150	\$ _____
Additional devices for Broadband Service, per device up to 4	\$140	\$200	\$ _____
<b>Routers Supported</b>			
Dedicated 3Mbps	\$3,000	\$4,300	\$ _____
Dedicated 6Mbps	\$4,900	\$6,900	\$ _____
Dedicated 10Mbps	\$6,700	\$9,400	\$ _____
Upgrade to 29 Public Static IP Addresses	Call	Call	\$ _____
<b>Equipment &amp; Labor</b>			
Switch Rental - up to 24 ports	\$150	\$200	\$ _____
Patch Cable	No Charge	No Charge	\$ _____
Labor/Floor work (Fee per Hour)	\$90	\$110	\$ _____
Fiber Optic Dry Pair	\$800	\$800	\$ _____
VLAN Setup & Configuration	\$2,500	\$2,500	\$ _____
Internal Networking Room-to-Room, per connection	\$250	\$350	\$ _____
Change/Move Fee (Moving connection once installed)	\$100	\$150	\$ _____
<b>Voice Services</b>			
Single Line	\$200	\$300	\$ _____
Speaker Phone w/PolyCom Unit	\$300	\$425	\$ _____
Optional Telephone Services (Multi Line Phone Set)	\$300	\$350	\$ _____
ISDN Lines, 3rd Party Circuits	Call	Call	\$ _____
Special Quote - Please attach a Statement of Work	Call	Call	\$ _____
<b>Wi-Fi</b>			
1.5 Mbs to 3 Mbps			
24 hours	\$14.95	\$14.95	\$ _____
3 Days	\$44.95	\$44.95	\$ _____
5 Days	\$75	\$75	\$ _____
Dedicated Wi-Fi Hot Spot	Call	Call	\$ _____
<b>GRAND TOTAL</b>			\$ _____

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If you prefer to pay by check, please complete this service order form and submit to the address below.  
**Kentucky State Fair Board | ATTN: FINANCE DEPT. | PO Box 37130 | Louisville, KY 40233**